

SUMMARY MINUTES

DOI Safety and Occupational Health Council

October 18-19, 2006

Washington, DC – Main Interior Building

1. Attendee's: BOR: Linda Rowley, USGS: Bill Miller, FWS: Mary Parkinson, BLM: Sandy Guches, NPS: Louis Rowe, NPS: Dick Powell, OSM: Bill Bass, MMS: Staci Atkins OS: Bob Garbe, OS: Jim Meredith

2. Introductions: Diane Schmitz introduced the new Workers Compensation Program Coordinator, Carmen Craddock. Carmen Office is located in MIB 5225 and her phone number is (202) 208-5707.

3. IMARS Discussion: Dick Powell presented a brief power point presentation on the IMARS system (Information, Management, Analysis and Reporting System). This system has been developed by NPS because they had no way of accurately reporting incidents, primarily Law Enforcement. The system development is approved by OMB for Law Enforcement, Emergency Management and Security. However, all data field in SMIS are embedded in IMARS for future potential compatibility and or data exchange. The system is expected to be used DOI wide in the Law Enforcement area and is flexible and intended to be used for much more as time goes forward. The governance council oversees the development of the system as subject matter experts and it is currently considered to be a MOTS application (modified over-the counter). Current timing expects a pilot phase in the spring of 2006. Dick emphasized that the system will not replace SMIS for accident reporting and analysis and that this will result in dual reporting for some incidents. Employee safety and health is not directly included, only the data elements at this time.

4. SMIS Update: Jim Meredith presented an update on the release of SMIS 5.0 containing the OSHA 300 reporting system changes. At the present time the beta test is moving forward and the beta test team had a two day meeting last week. One more round of testing is under way to last the next couple of weeks. The timeline for the release is still intact, with a planned November 8 date. SMIS 5.0 will be able to input all the “new” fields necessary for the OSHA 300 recordkeeping and print the OSHA 200 reports, including the OSHA 301A, which will be only necessary if a facility has an OSHA inspection. All current reports under the previous reporting rules will continue to be available. Enhancements to the system include improved pick lists that are organized by in a more logical way, but the existing codes have been preserved for the time being. A discussion on terminology on using the term accident vs incident vs mishap resulted in a vote to keep using the term accident (6 to 2 in favor of accident) until the DM can be revised. Another discussion on indicator rates comparing the current use of Lost time and incident rate, versus the use of recordable injury rate and the “DART” rate (Days away restricted transfer). According to Jim Meredith’s discussions with OSHA Federal Agency Programs, they plan is to extend the SHARE metrics for the next two years, and these metrics should be used for the time being. SMIS should be using reportability and

the DART rate going forward. Relating to the use of the OSHA 300 process for the January 2006 requirement, there were three possibilities discussed. First, bureau's can retrospectively enter data for all the cases from Jan 1, 2005 to December 31 2005 and thereby produce an adequate OSHA 300 log. Second, SMIS can infer from the existing accident report whether an accident should be reportable under the OSHA 300 rules and produce an estimated log for the period, or three, the bureau can manually or via existing spreadsheets or other methods independently produce the OSHA 300 log. A motion to initiate action to implement option 2 was made and carried 7 to 1; bureaus can also implement options 1 or 3 on a case by case basis. One additional area discussed was the status of volunteer in the "new" OSHA recordkeeping rules. Informally OSHA is indicating a probable yes answer to this question although there are still well known problems with calculation of metric for volunteers because of the inaccurate accounting of labor hours for these non paid workers. Finally, Jim announced that the User Group for the safety module will be reconstituted after the release of the SMIS 5.0, the accident codes will be revisited in the near future, and he passed out the statistics charts that would be provide at the DASHO meeting.

5. S&H Seminar: Bob Garbe reported that the approval memo for the assistant secretary's signature was still in preparation, after having gone thru several iterations, but an approval was anticipated soon. Sandy Guches handed out the rough draft of the seminar agenda and the council discussed. Steve Rosen was still expected to head an OWCP track or session, but no formal arrangements had yet been made.

6. Strategic Future Workforce Concerns DOI-Wide: No progress on consolidating bureau submission to augment the analysis prepared by Linda Rowley. Action Item to be moved to next meeting

7. 485 DM update: Several revised chapters had been received by OHS from bureaus, but a complete set has not been submitted yet. Action Item to be moved to next meeting.

8. 5-Year Strategic Planning: The council held a discussion on the use of a fatality metric in measuring Safety and health performance. Council consensus was to remove this metric, as it is a poor representation of safety and health program performance. The council further discussed safety and health program inputs into the human capital part of the strategic plan revision process, and brainstormed on a variety of approaches to articulate the safety program terminology that best contributes to the goal.

9. DOI S&H Council and DASHO Council Scheduling: The council discussed the current scheduling of Safety council and DASHO meeting, the linkage between the groups and the best ways for the safety council to interface with the DASHO group. Sandy Guches reported that she has direct input to the DASHO agenda via her meetings with Kathleen, and that this process, though new, was beginning to really show results. Workforce planning came up in the discussion with the primary concern that not only was the number of safety professionals being gradually eroded, but the number of other duties being assigned to the safety managers was increasing. Chief on the list were EMC,

OWCP and COO programs. Additionally, the CDSO program, while a cornerstone of most bureau programs, was not fully supported at the bureau or department level.

10. Annual Plans: The council discussed setting aside several hours at an upcoming meeting to develop and overall plan for the council and the best use of the linkage between the council and the DASHO's. Action plans and program accomplishments are due to the department by November 16th, but a memo will be issued with a precise due date and details.

11. Deployment and Hurricane Report: Bob Garbe and Staci Atkins provided their personal insights into the hurricane deployments, office disruptions and ESF responses during the recent disasters. Council members expressed interest in developing a training CD for "just in time" safety training for individual assigned to hurricane or other natural disaster responses.

12. Safety Initiatives: FY 06 initiatives currently approved are the Seminar (75K), SMIS Help Desk (75K), and SMIS lifecycle costs (50K). The core competency initiative is approved with the handbook to be presented to the DASHO's for approval at the October meeting. The core curriculum is the next developmental step toward completion of this initiative design. Sandy Guches proposed having a conference call to discuss the core curriculum. The council discussed, in general terms the benefit's from the competency program and what is to be accomplished. The previous program, administered by Betty Evans was the professional development program that was in place in the early 1990's.

The FY 07 safety initiatives laundry list was published in the May minutes, and needs to be further developed before presentation to the DASHO council.

13. Awards Program: Kathleen Wheeler has signed the Award memo for this year and copies were distributed at the meeting.

14. Motorboat Operator Training: Issues with the current Motorboat safety program were discussed. In essence, the current DM mandated process, which extremely good, is thought by many to be so difficult to deliver that it is hampering the overall ability of many in the bureaus to get any training at all. The council approved a motion to create a workgroup, chaired by FWS to evaluate alternative delivery methods for training, using the USGS report as a starting point. The motion passed unanimously. The goal was to get an evaluation report out by the end of this fiscal year.

15. Elections: Staci Atkins was appointed to the chair, safety council and Louis Rowe vice-chair. Harrison Daniel will remain as Exec. Secretary.

Next Meeting: Currently scheduled for 22, 23, 24 of January in Phoenix.